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BACK PADDOCK
COMPANY

ADVISER MANUAL – Agronomist Details

1. Overview

Report outputs in Adviser can be customised using contact details and logo. This help sheet describes how to customise Reports and Spray Recommendation Reports.

The configuration for Spray Recommendation Reports is done in the Preferences of the Recommendation tab, and in the Preview of a Spray Recommendation Report.

Mix Down Up
Mix Sort Preferences Hide Columns

Recommendation Browser

Create New Edit Selected Delete Selected
Copy To Actuals Copy To Plan

Filter by Product:

Recommendations	Job Number	Date Created	Last Modified	Advice Type	Remarks
	13	16/04/2014 1:31:23	18/06/2014 5:18:48		
	20	16/04/2014 2:03:37	18/06/2014 5:16:30		
	2r	16/04/2014 3:19:21	11/07/2014 12:11:3		
	1	21/04/2014 10:51:3	18/06/2014 5:16:29		
	3	21/04/2014 11:10:1	21/04/2014 11:11:0		
	4	21/04/2014 11:56:1	18/06/2014 5:18:48		
	13	21/04/2014 11:59:5	30/06/2014 9:28:31		
	14	22/04/2014 12:04:1	22/05/2014 5:52:59		
	15	22/04/2014 1:22:52	18/06/2014 5:18:48		
	17	21/05/2014 2:25:25	18/06/2014 5:16:30		
	19	22/05/2014 12:12:5	18/06/2014 5:18:48		
	21	22/05/2014 4:47:12	18/06/2014 5:18:48		
	22	22/05/2014 6:49:21	22/05/2014 6:49:21		
	24	29/05/2014 2:21:35	29/05/2014 2:21:35		
	29	17/06/2014 11:10:4	17/06/2014 11:10:4		
	30	18/06/2014 12:20:1	18/06/2014 5:18:48		
	31	18/06/2014 1:30:31	18/06/2014 1:30:31		
	35	18/06/2014 2:26:46	18/06/2014 5:16:29		
	39	19/06/2014 1:18:58	19/06/2014 1:19:20		
	1	20/06/2014 6:16:34	20/06/2014 6:16:34		
	23	20/06/2014 4:20:26	20/06/2014 4:20:26		

Job Number: Created: Last Modified: 2r 11/07/2014 12:11:36 PM

Paddock	ha	Crop Detail	Application
N2	5	Crop: Avocado	Water Rate (L/ha): 0
N1	2	Variety: Edranol - B	Droplet Size: Course
Mix 1	Total ha: 7	Crop Stage: After seeding	Application Method: Ground
	Resistance Status:		
	Comments:		
	Pending		

Recommendation Settings

Notes Editor Settings

- Recommendation Fonts
- Page Title
- Page Footer
- Agronomist
- Notes
- PDF Email
- Job Number
- Other Details

The configuration for Reports is done in the Reports tab of Adviser, in the 'Setup' menu.

Configure Report

Cancel OK

- ☒ Introduction
- ☒ Rotations
- ☒ Input Summaries
- ☒ Economics
- ☐ Images
- ☒ Paddock Details
- ☒ Headers
- ☒ Footers
- ☐ Index
- ☐ Override Default Page Margins

Paddock Pagination

Group Paddocks By: Farm

☒ New Page Per Paddock

☐ Continuous

- ☒ Keep Paddocks Together
- ☒ Thumb Tags
- ☒ Subtotals
- ☒ Underline Section Headings

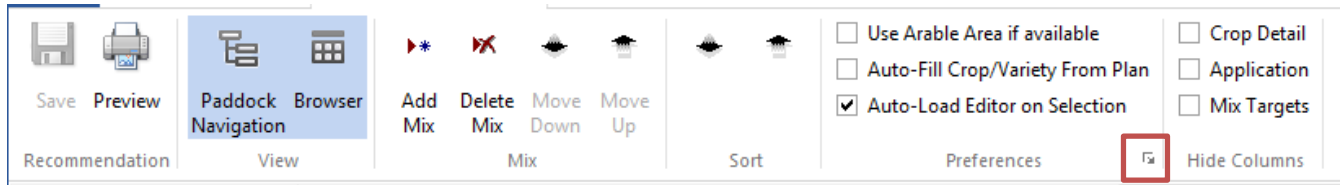
Report Font: Adjust Font Size: 0

Tahoma AaBbCc

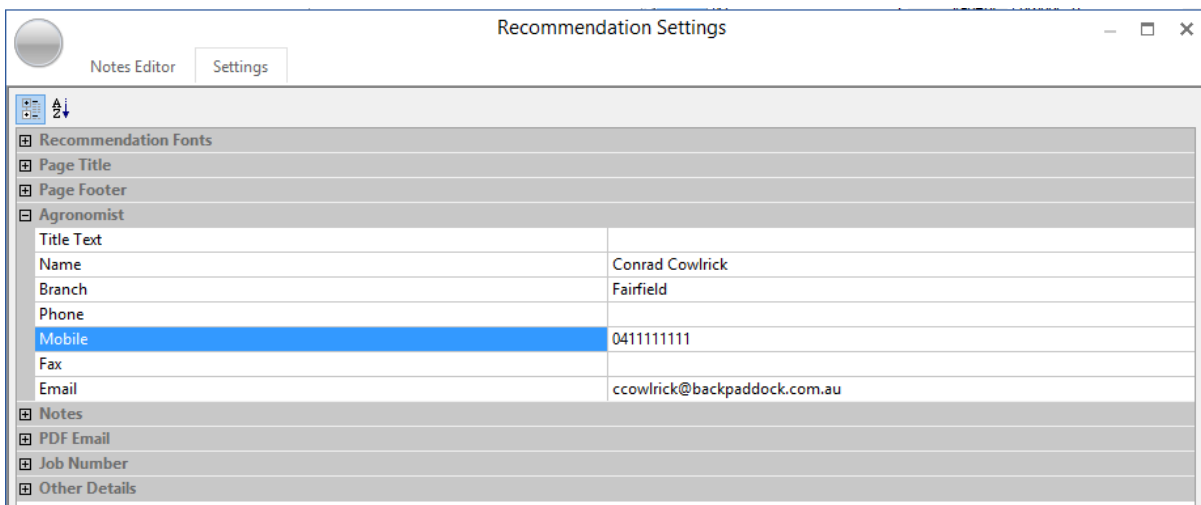
2. Spray Recommendation Report

2.1 Agronomist Details

1. Open the Recommendations tab
2. Click the button for Recommendation Settings



3. Expand the 'Agronomist' menu by clicking the '+' symbol
4. Click in each field and enter details as required



Recommendation Settings	
Notes Editor Settings	
Recommendation Fonts	
Page Title	
Page Footer	
Agronomist	
Title Text	
Name	Conrad Cowrick
Branch	Fairfield
Phone	
Mobile	0411111111
Fax	
Email	ccowrick@backpaddock.com.au
Notes	
PDF Email	
Job Number	
Other Details	

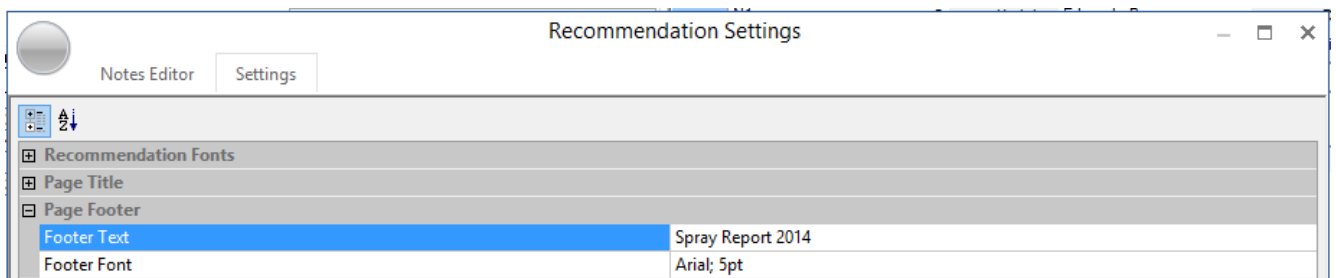
2.2 Report Configuration

1. Open the Recommendations tab
2. Click the button for Recommendation Settings (as above in Agronomist Details)

There are a number of customisations that can be made to the Report. In most cases, the default settings will be ideal. Note that changes such as increasing the font size may adversely affect the report layout if paragraphs are too long.

Some common customisations are shown below:

3. Expand the 'Page Footer' menu and click into the field to set your own footer text



Recommendation Settings	
Notes Editor Settings	
Recommendation Fonts	
Page Title	
Page Footer	
Footer Text	Spray Report 2014
Footer Font	Arial; 5pt

- Expand the 'Other Details' menu and enter text in the 'Valid Statement' field. This statement is intended to describe the timeframe for which the Spray Recommendation is valid, and is shown alongside the chemical products on the Spray Recommendation Report.

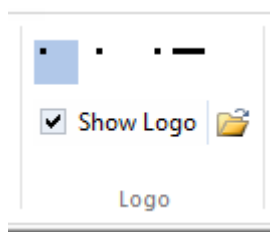
Recommendation				
Product	Rate	Reqd.	Chemical Group	Active Constituent
2,4-D Ester 680 LV	0.500 L	3.500	I	2,4-D Ester 680 LV

Unless otherwise stated the chemical recommendation should be applied within 5 days by an industry accredited applicator.

2.3 Report Layout and Logo

As preparation, you will need an image file on your computer that is suitable for use as a report logo. This can be a 'jpg' or 'bmp' image. This should be prepared for this purpose and be a small image of around 500x500 pixels.

- Open the Recommendations tab
- Click on an existing Recommendation
- Click Preview
- Click the checkbox for 'Show Logo' if it is already selected
- Click the folder open symbol to select an image file
- Browse to the image on your computer, selecting 'jpg' or 'bmp' file type as required
- Click Open
- Change the logo position by selecting a position indicator above 'Show Logo'. To use the full page width logo position you will need to use a logo edited for this purpose.



The report will generate with the new logo.

While still in the Preview screen, other report Components can be toggled on or off by clicking the checkbox in the configuration at the top of the screen.

<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/> Client	<input checked="" type="checkbox"/> Notes	<input checked="" type="checkbox"/> Page Numbers	<input checked="" type="checkbox"/> Product Summary
<input checked="" type="checkbox"/> Job Number	<input checked="" type="checkbox"/> Agronomist	<input checked="" type="checkbox"/> Signature Boxes	<input checked="" type="checkbox"/> Footer	<input checked="" type="checkbox"/> Inventory Balance
<input checked="" type="checkbox"/> Date	<input checked="" type="checkbox"/> Days Valid	<input checked="" type="checkbox"/> Time Stamp Footer	<input type="checkbox"/> New Page for Each Mix	<input checked="" type="checkbox"/> Recording Sheet

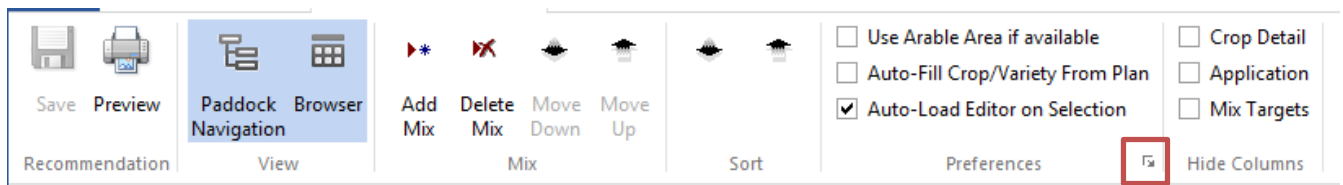
Components

9. Experiment with the Spray Recommendation Report configuration by toggling Components. The report will update with each change, though not all changes appear on the first page.
10. **Product Summary:** display a total of each chemical at the end of the report
11. **Inventory Balance:** (requires Product Summary to be enabled) display the Inventory Balance relevant to this Operation. Only suitable for use if your Chemical Inventory is kept up to date.
12. **Recording Sheet:** Provides space for common and regulatory records at the end of the Report

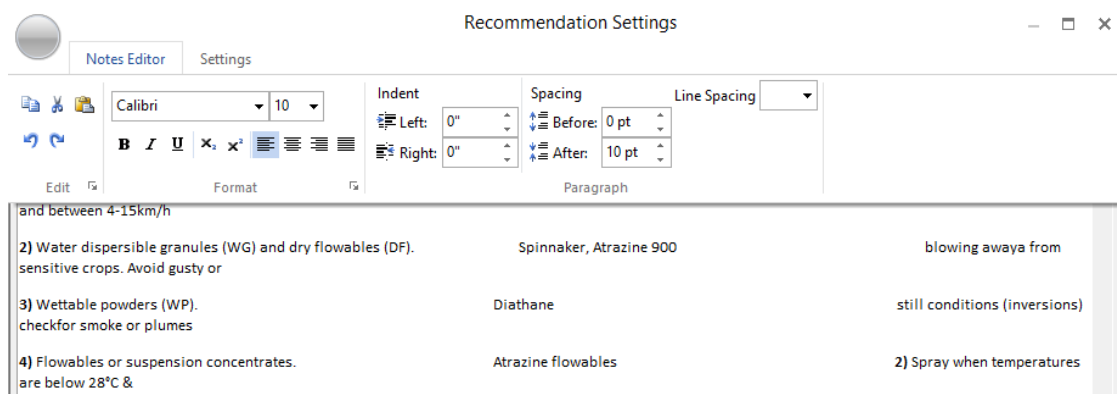
2.4 Disclaimer and Notes

The Notes Editor is used for adding notes, disclaimers and key codes etc. to your Spray Recommendation Report. These notes will appear in the footer of all recommendation pages.

1. Open the Recommendations tab
2. Click the button for Recommendation Settings



3. Click the 'Notes Editor' tab
4. Make changes to the Notes text as desired
5. Access formatting by clicking 'Notes Editor' again



This will update Recommendation Reports when they are previewed or printed. (grey box below).

Spray Recommendation Form					
Job Number: 1 11 July 2014		Client Conrad Cowrick Conrad Co Fairfield QLD Ph: Mobile: 0408133706 Fax: email: c.cowrick@gmail.com		Procurer: Conrad Cowrick Mobile: 0411111111 email: ccowrick@backpaddock.com.au	
Paddock: <u>V9 (23)</u> Total Area: 23.0ha Crop: Avocado (Hass - A)		Water Rate (L/ha): 75 Droplet Size: Coarse Rainfall (hrs): 0 Buffer Zone: No Application Method: Ground		days days days	
Mix Targets		Recommendation			
Reason / Pest	Growth Stage / Density	Product	Rate	Reqd.	Chemical Group
Active Constituent					
<i>Unless otherwise stated the chemical recommendation should be applied within 5 days by an industry accredited applicator.</i>					
Mixing Order 1) Water Conditioners 2) Water dispersible granules (WG) and dry flowables (DF). 3) Wettable powders (WP). 4) Flowables or suspension concentrates. 5) Emulsifiable concentrates (EC). 6) Water-soluble concentrates (SC). 7) Surfactants and oils.		Product Examples LI700, Hotup, Liase Spinnaker, Atrazine 900 Diathane Atrazine flowables Trifluralin Glyphosate 450, Surpass, (Starane + Liase) BS1000, Hasten		Pesticide Spraying Guidelines 1) Spray when wind is steady and between 4-15km/h blowing away from sensitive crops. Avoid gusty or still conditions (inversions) check for smoke or plumes 2) Spray when temperatures are below 28°C & Delta-T is between 2-10 but below 14. 3) Spray with coarse to very coarse nozzles with Phenoxys and keep a stable boom height at all times.	
Client signature: <input style="width: 100%;" type="text"/>		Procurer signature: <input style="width: 100%;" type="text"/>			
<small>Printed 11 July 2014 12:22</small>		<small>Page 1 of 2</small>		<small>Spray Report 2014</small>	

2.5 Load Recommendation Template on Mobile App

When you are satisfied with the configuration of your Spray Recommendation Report, sync it to CornerPost so that it can be used on mobile apps synced to your account.

1. Click File → CornerPost
2. Click 'Upload Recommendation Template to CornerPost'
3. Retrieve the Template to your device by accessing the Settings cog on the home screen, and clicking 'Update Recc Template'
4. If the changes are not carried over properly or your experience any display issues, click 'Reset Recc Template' first, then 'Update Recc Template'.

3. Report

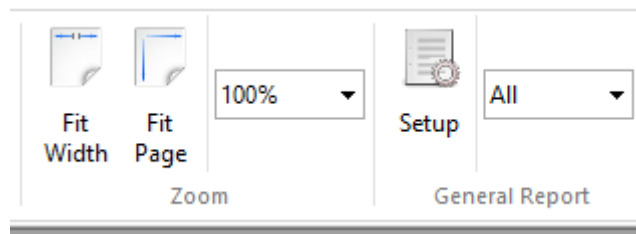
The settings described here are to do with branding and personal details on Reports. The details of other Report settings is found in the 'Reports' manual. To access Report Settings:

1. Open an existing Client File
2. Click the Reports tab
3. Click 'General' from the Report Library

The Report will generate. This may take a few moments depending on the size of your client file.

Most of the settings for the Report are found in the 'Configure Report' screen:

4. Click 'Setup'

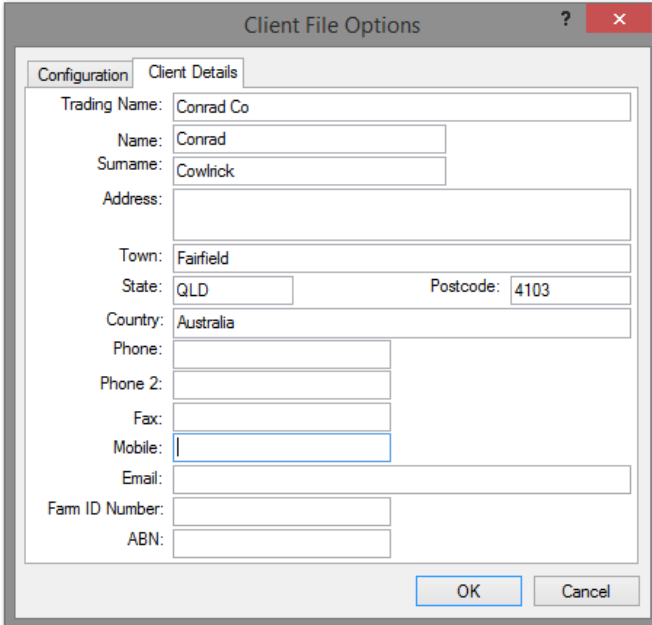


The configuration options will be explained below. Click the '+' symbol or double click on each section (parent node) to expand its children.

3.1 Client Details

If you have not already done so for the currently open Client File, you may wish to fill in Client Details so that they appear on the front page of the report.

1. Click File → Info → Client Options
2. Click the 'Client Details' tab
3. Fill in fields as desired and click OK



Client File Options

Configuration Client Details

Trading Name: Conrad Co

Name: Conrad

Surname: Cowtrick

Address:

Town: Fairfield

State: QLD Postcode: 4103

Country: Australia

Phone:

Phone 2:

Fax:

Mobile:

Email:

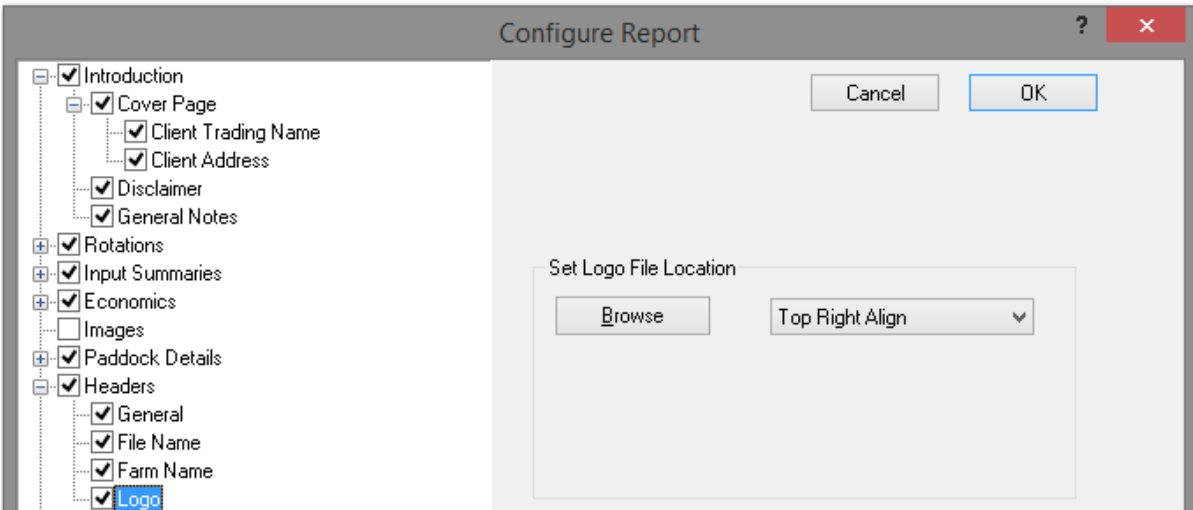
Farm ID Number:

ABN:

OK Cancel

These details will appear on the front page of the Report, as long as the Cover Page options are enabled.

3.2 Logo



Configure Report

Cancel OK

Introduction

Cover Page

Client Trading Name

Client Address

Disclaimer

General Notes

Rotations

Input Summaries

Economics

Images

Paddock Details

Headers

General

File Name

Farm Name

Logo

Set Logo File Location

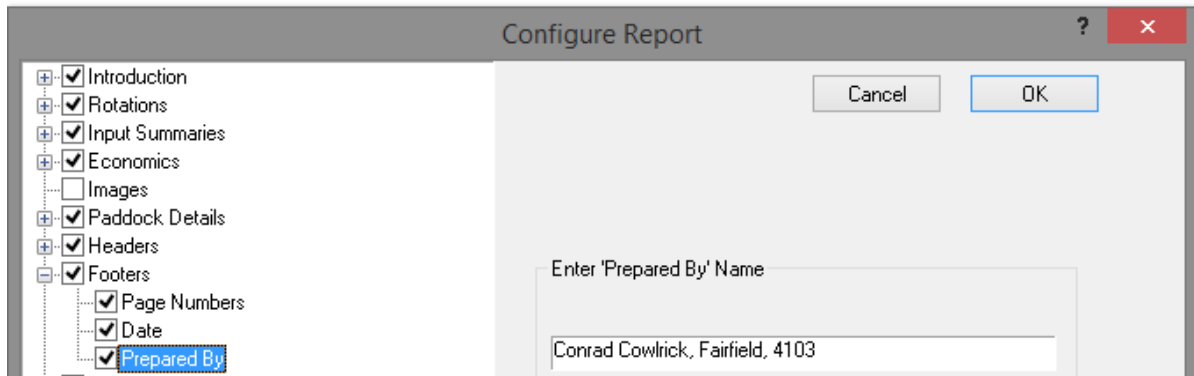
Browse Top Right Align

The logo used must be a bitmap image, and should be prepared to an appropriate size for the reports.

To add your own logo:

1. Click '+ Headers'
2. Tick Logo
3. Click Browse and navigate to the file location of the image

3.3 Prepared By



To add your name to the 'Prepared By' message in the footer:

1. Click '+ Footers'
2. Tick Prepared By
3. Type in your name and details if required

4. Help please!

We at Back Paddock understand that everyone is different and learns in different ways. To facilitate this and make our products more accessible for everyone, we have a plethora of different ways and means of obtaining assistance in any situation.

4.1 Talking to Real People

That's fine by us! We have a HelpDesk service that operates Monday to Friday 7:30am – 6pm on free call 1800 557 166 and we are always happy to take your call.

4.2 See things Visually

Private webinar sessions can be arranged if you say please very nicely, and send an email through to Support@backpaddock.com.au Alternately, there are a few videos on various processes available online at <http://www.backpaddock.com.au/help-desk/> This gets updated frequently, so if you have a question about something that's not up there, let us know and we may just create one inspired by your request!

4.3 Notes to look at it in my own time

Not a problem! As well as this user manual, we have a heap of Help Sheets available online to point you in the right direction, get you started, and save you from any sticky situations you might find yourself in. Visit: <http://www.backpaddock.com.au/help-desk/> for the full list organised by program.

4.4 Phones are down, need help!

Have you seen met our Online Consultant? She's friendly, patient, knowledgeable and about three clicks away! Reach her at <http://www.backpaddock.com.au/help-desk/> by clicking on the Site Consultant button.

4.5 Non-urgent brainwave in the middle of the night?

How about an email? We've usually responded by the end of the next business day, and this gives you a chance to send us your thoughts or questions at any hour of the day or night! Give us a yell at Support@backpaddock.com.au

Good luck, and have fun!

Back Paddock Team.

Ph: 1800 755 166

E: Support@backpaddock.com.au

W: www.backpaddock.com.au